

CONDOMINIUM CORPORATION NO. 0311515
COUNTRY LANE ESTATES
August 9, 2022

1. Call to Order 9:55 a.m.

2. Attendance

Linda Presiloski, Chair
Ron Jones, Vice Chair
Chuck McClain, Treasurer
Ron Zeegers, Assistant Treasurer
Robyn Ollett, Secretary
Mavis Forget, Director
Brian Langan, Director
Helen Thomas, Administrator

3. Approval of Agenda

Motion 2022-44

Motion to approve the Agenda, as amended
Moved by Mavis Forget, seconded by Ron Jones

CARRIED

4. Approval of July 26, 2022 Minutes

Motion 2022-45

Motion to approve the Minutes, as amended
Moved by Ron Zeegers, seconded by Mavis Forget

CARRIED

5. Business arising from Minutes

a. Action Log – Robyn Ollett

- i. Stucco at gate entrance – to be repaired
- ii. Reserve fund review – to be diarized
- iii. Budget – to be prepared
- iv. Sewer camera – drawings and details provided to Wildrose - waiting for estimate and when work can be done
- v. Bushes by garbage bins – owner has plants to donate
- vi. Cracks in roads – completed
- vii. Berm – to be started within the next two weeks
- viii. Gym – repairs and maintenance completed
- ix. Pool/Hot tub boilers - waiting for equipment to arrive
- x. Washing machines – estimated arrival sometime in August, 2022

b. Bylaw revisions – Ron Zeegers

We have still not obtained enough signed Special Resolutions

6. Administrator: Helen Thomas

- a. Maintenance has requested a sign be posted at maintenance yard regarding taking or adding to the gravel and/or dirt pile
- b. Lounge chairs and umbrella at pool/hot tub – obtain pricing for next season
- c. Inquiry received to provide quote to paint all lamp standards black – the Board does not want to pursue a quote at this time
- d. Ball valve covering and replacement – ball valves belong to the Park; however owners are responsible to cover them and if a ball valve freezes Maintenance will replace the ball valve and the owner will receive an invoice from the Park office

7. Financial Report

Motion 2022-46

Motion to approve Financials, as amended

Moved by Robyn Ollett, seconded by Mavis Forget

CARRIED

8. Directors' Report

- a. Chair – Linda Presiloski
 - i. Budget meeting required at next Board meeting
 - ii. Social Club's armoire has been moved from Great Room's south wall to the west wall
 - iii. Dustin Rustebakke (residential neighbour on west side of Park) has given us authorization to use his tower at no charge. In exchange he has requested that his receiver for satellite/internet be installed when the Park installs its equipment for cameras

- b. Vice Chair – Ron Jones
 - i. Bylaw infractions continue almost every day
 - ii. Received quote from GM Mechanical for lighting. The wattage of the lighting in archway at entrance gate in be increased rather than replace lights.

Motion 2022-47

Motion by Chuck McClain, seconded by Ron Zeegers, to approve installation of lights pursuant to GM Mechanical's quote dated August 9, 2022, up to but not exceeding \$1,436.15 (plus GST)

CARRIED

- c. Treasurer – Chuck McClain
 - i. Reliance Asset Consulting Inc. advised that reserve fund study is only required every once every 5 years
 - ii. Attended meeting with Credit Union regarding investments. The Credit Union to provide information for other investments options
 - iii. Chuck McClain has installed flood lights on a tripod and placed it on his lot on a trial basis. A couple more of these lighting systems can be built so the Winter Support Services can move them around the Park during the winter months for security purposes

- iv. Chuck McClain worked with Maintenance staff recently to clear up the maintenance yard – fuel expenses to be reimbursed
- v. Painting by the pool area has been completed

- d. Assistant Treasurer – Ron Zeegers
 - i. Requested Board members provide numbers for budget meeting

- e. Secretary – Robyn Ollett
 - i. Pool maintenance advised rules at pool/hot tub still not being observed by all users
 - ii. Still waiting for delivery of washing machines. Supplier advised delivery may be some time in August, 2022.

- f. Director – Mavis Forget
 - i. Social Club had a good turn out for the Duck Race and Carnival. More people attended than signed up.
 - ii. New tools are required for gardening
 - iii. Grant on playground is being pursued

- g. Director – Brian Langan
 - i. Southwest Computers to provide quote for equipment and installation to assist Gunnebo to install cameras.

9. New Business

- a. Mavis Forget – suggested roads be coated. Chuck McClain advised that an oil base bitumen product should be used and possibly could be done next season
- b. Chuck McClain – new mower to be purchased. Discussed with Board various information and quotes received.

Motion 2022-48

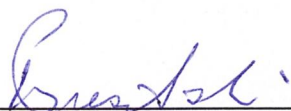
Motion by Chuck McClain, seconded by Ron Jones, to purchase My Ride mower for immediate delivery in the amount of \$7,102.00 (plus tax) **CARRIED**

10. In Camera: 11:38 a.m.

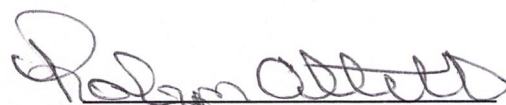
Out of Camera: 12:02 p.m.

11. Next Meeting: August 16, 2022 at 10:00 a.m.

12. Adjournment – 12:05 p.m.



Linda Presiloski, Chair



Robyn Ollett, Secretary

Condominium Corporation No. 0311515

Profit & Loss

July 2022

Jul 22

Ordinary Income/Expense

Income

4000 · Contribution Maintenance Fees	105,667.50
4015 · Clubhouse Rental	100.00
4023 · Estoppel Income	75.00
4050 · Winter Usage Fee	145.00
4070 · Laundry Income	1,559.00

Total Income 107,546.50

Gross Profit 107,546.50

Expense

Fuel

5150 · Gasoline 1,544.54

Total Fuel 1,544.54

Maintenance

5050 · Janitorial Supplies 457.61

5205 · Supplies 67.09

5208 · Tools 18.88

5209 · Plumbing/water/sewer maintenanc 795.25

5220 · Clubhouse 62.18

5225 · Grounds 3,589.06

5350 · Equipment Repairs 194.80

Total Maintenance 5,184.87

Office Operating Expenses

5270 · Supplies/Equipment 922.33

5271 · Internet for Office 94.50

5272 · Software/Upgrades/Subscriptions 48.30

5275 · General IT support 95.93

Total Office Operating Expenses 1,161.06

Park Functions

5365 · Park Functions & Activities 670.35

Total Park Functions 670.35

Personnel Expenses

5310 · WCB 537.50

6560 · Payroll Expenses Employees 16,926.38

Total Personnel Expenses 17,463.88

Professional Fees

5340 · Accounting 157.50

Total Professional Fees 157.50

Utilities

Communications

5420 · Satellite TV 139.60

5450 · Telephone 249.25

5510 · Website 4.95

Total Communications 393.80

5380 · Garbage Removal 54.00

Condominium Corporation No. 0311515

Profit & Loss

July 2022

	Jul 22
5400 · Natural Gas	1,046.06
5410 · Power	18,649.93
5440 · Sewage Disposal	30,129.58
5460 · Water	5,815.09
Total Utilities	56,088.46
5374 · Pool Maintenance- Repairs	79.67
Total Expense	82,350.33
Net Ordinary Income	25,196.17
Net Income	25,196.17

Balance Sheet

As of 31 July 2022

31 Jul 22

ASSETS

Current Assets

Chequing/Savings

Total of all Banks

Servus Credit Union

1010 - Servus Patronage 432.81

1015 - Capital Reserve 76,273.54

1020 - Chequing 9661950 328,453.42

Total Servus Credit Union 405,159.77

1026 - Credential Securities - cash 44,958.59

1027 - Credential Securities 387,372.97

Total Total of all Banks 837,491.33

1050 - Petty Cash 52.80

Total Chequing/Savings 837,544.13

Accounts Receivable

1200 - Accounts Receivable -92,075.55

Total Accounts Receivable -92,075.55

Other Current Assets

1016 - Prepaid Insurance 5,954.99

1203 - Allowance for bad debt -5,700.96

Total Other Current Assets 254.03

Total Current Assets 745,722.61

TOTAL ASSETS 745,722.61

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 30,993.94

Total Accounts Payable 30,993.94

Credit Cards

MasterCard - 3319 356.45

MasterCard - 3327 1,985.42

2004 - Mastercard - 6817 4,343.81

Total Credit Cards 6,685.68

Other Current Liabilities

2020 - Payroll Liabilities 3,690.00

Total Other Current Liabilities 3,690.00

Total Current Liabilities 41,369.62

Total Liabilities 41,369.62

Equity

2999 - Capital Replacement Reserve

2998 - Contrib Capital - Cap Rplc Rese 52,042.50

3000 - Capital Replacement Reserve Exp

3048 - Reserve Fund Study -768.60

3058 - Security Gate Upgrade -28,758.29

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Balance Sheet

As of 31 July 2022

	<u>31 Jul 22</u>
Total 3000 · Capital Replacement Reserve Exp	-29,526.89
3004 · Reserve Interest	1,624.94
3009 · Cap Replace Reserve - Open Bal	<u>490,734.99</u>
Total 2999 · Capital Replacement Reserve	514,875.54
3900 · Retained Earnings	106,762.30
Net Income	<u>82,715.15</u>
Total Equity	<u>704,352.99</u>
TOTAL LIABILITIES & EQUITY	<u><u>745,722.61</u></u>